

## **NASA Office of Education Roles and Responsibilities**

(EHB-3002)

### **Associate Administrator for Education**

In accordance with [NPD 1000.3 NASA Organization](#), the Associate Administrator (AA) for Education maintains oversight of education expenditures across the Agency to ensure investments conform to NASA's goals for education. As Chair of the Education Coordinating Committee (ECC), the AA for Education ensures consistency of program formulation, strategy, and implementation across the Agency. The AA for Education is accountable for program performance, effectiveness, and efficiency of programs across the Agency. S/he oversees reporting as required by Congress, Office of Management and Budget (OMB), and other external bodies. In coordination with the ECC, the AA for Education establishes appropriate systems to track and report Agency-wide expenditures for education activities, thereby allowing the Agency to document educational expenditures and to monitor progress toward the Agency's strategic goals.

### **Deputy Associate Administrator for Planning, Policy and Evaluation**

The Deputy Associate Administrator for Planning, Policy and Evaluation has full responsibility for establishing Agency-wide education policies and procedures. Provides leadership for the design and implementation of effective budget execution and program control. Establishes and maintains measurement and accountability tools and ensures that OE complies with or exceeds the requirements for education program standards established by the Administration, Congress and other regulatory agencies. Reports to the AA for Education.

### **Deputy Associate Administrator for Integration**

The Deputy Associate Administrator for Integration provides day-to-day oversight and guidance for NASA's education program. Develops internal program collaborations, supporting the integration of all education activities managed by OE, Mission Directorates, and Centers. Provides guidance and direction for the integration of Agency education programs and activities with other organizations, both internal and external to NASA. S/he serves as the Agency's education liaison to the NASA Advisory Council. Reports to the AA for Education.

### **Executive Officer**

The Executive Officer (EO) maintains an overall view of the problems, issues, policies, and program development activities of the Agency's education programs and activities. Plans or accomplishes special projects and provides leadership, oversight, and direction for a broad spectrum of administrative and management issues. Provides advice and support in all phases of the functional management of the NASA education program by evaluating and analyzing program information, and taking appropriate actions to report and resolve issues. Provides information, communications, and liaison services, by acting as an agent of the AA for Education in presenting management views to appropriate

officials, and in liaison functions with NASA Centers, other Federal agencies and organizations, and members of the education community.

### **Secretary**

The Secretary provides secretarial and administrative support to the AA for Education and senior staff members. Coordinates office activities, ensuring administrative controls by coordinating extensively with disparate organizational elements to direct the administrative work of the organization. Exercises exclusive control over the supervisor's calendar, with complete authority for time commitments. Serves as liaison between supervisor and organizational staff by providing accurate and timely advice on procedures, reports, requirements, and other matters necessary to implement the supervisor's policies, directives, and instructions. Responsible for mail, correspondence, and report processing. Acts as office manager, devising and installing administrative procedures.

### **Planning, Policy and Evaluation Division**

#### **Manager, Budget**

The Budget Manager works with OE leadership to balance the budget, while factoring in Congressional and OMB requirements. S/he is located in OE and reports directly to the Deputy AA for Planning, Policy and Evaluation.

#### **Manager, Program Evaluation**

The Program Evaluation Manager provides guidance and overall strategy for ongoing evaluation of the portfolio of NASA education projects. The Program Evaluation Manager is located in OE and reports directly to the Deputy AA for Planning, Policy and Evaluation.

### **Integration Division**

#### **Program Managers**

Program Managers provide budgetary and programmatic oversight for the projects within their program area/s. Responsible for making and executing decisions within their authority, including budgets, schedules, and human and capital assets for their programs or projects. OE has five Program Managers who work within the following program areas: Aerospace Research and Career Development, STEM Education and Accountability, Minority University Research and Education, Space Grant, and EPSCoR. Program managers work across organizational lines to perform appropriate integration functions. In general, management decisions are not subject to higher governance. Program Managers are located in OE and report directly to the Deputy AA for Integration.

#### **Project Managers**

Project Managers are responsible for making and executing decisions within their authority, including budgets, schedules, and human and capital assets. They focus on budgetary and programmatic priorities and activities including performance monitoring and assessment, and communication. They develop programmatic documents including project plans, contractor support task plans, and budgetary phasing plans. Project Managers are located in both OE and

Center office space. Project Managers located in OE report administratively and functionally to the Deputy AA for Integration. Project Managers at Centers report administratively to their Centers and functionally to Program Managers.

**Manager, Strategic Portfolio Accountability and Policy**

The Strategic Portfolio Accountability and Policy Manager works with Program Managers, Center Education Directors, and Mission Directorate Education Leads to identify and categorize all NASA education projects. Organizes and implements quarterly performance assessments of OE programs and projects. Works with Project Managers, Center Education Directors and Program Managers to assess and track alignment of projects to NASA education outcomes and objectives. Coordinates portfolio content with the ECC, and provides summary information for senior management. Located in OE and reports directly to the Deputy AA for Integration.